

From: [Gary Moore](#)
To: [Arredondo, Alonzo](#)
Subject: Re: Falcon Refinery - EPA Daily Progress Reports
Date: 11/29/2012 08:34 AM

Alonzo:

I need to start getting the daily's and weekly's on time.

The daily's are due to me by noon on the day after (M- Th).

The weekly is due to me by COB on Friday (the daily can be combined with the friday daily - summary of the activities accomplished for the week by day and a look ahead for upcoming 2 weeks).

By the way, I want to know what has gone on this week.

Thanks

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